



CARES Northwest Intern and Volunteer Application Process

1. Tour of CARES Northwest clinic and interview.
2. 24-hour Reflection Period before making commitment.
3. Complete and return to Legacy Emanuel Volunteer Services:
 - a. "Volunteer Services Application Form"
 - b. "Disclosure & Authorization to Release Information" form
4. Legacy Emanuel Volunteer Services completes background check and authorizes applicant to begin orientation and training.
5. Complete Legacy Emanuel Volunteer Orientation with Jennifer Broer (1.5 hours).
6. Complete and submit to Legacy Emanuel Volunteer Services:
 - a. Safety Quiz
 - b. Legacy Standard of Conduct Disclosures
 - c. Mandatory Education Quiz:
 - 1) Cultural Sensitivity
 - 2) Hand Hygiene
 - 3) HIPAA Information Security
7. Complete with the Employee Health Nurse (call in advance for appointment):
 - a. TB Testing
 - b. Immunization Review
8. Submit to Legacy Emanuel Volunteer Services the completed:
 - a. TB Testing
 - b. Immunization Review
9. Return completed Parking Registration to Legacy Emanuel Volunteer Services.
10. Complete CARES Northwest Volunteer Training with Debby (3 hours).
11. Obtain Photo I.D. Badge from Security before coming to CARES to begin volunteering.
Welcome aboard!

Contact Information:

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